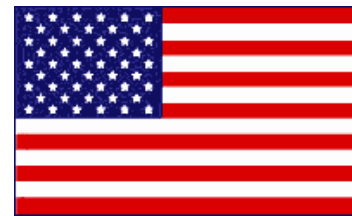




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY **\*\*AMENDED\*\***

1. <u>Announcement Number</u>  <b>T38-05-221-JB</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Registered Nurse/Head Nurse (Associate Director of Clinical Programs) AD/VN-610-II/III  **\$60,581 to \$87,813 per annum, salary range and grade dependent on qualifications**</b>	3. <u>Tour of Duty</u>  <b>8:00am - 4:30pm M-F</b>	4. <u>Duty Station</u>  <b>Hospital &amp; Specialty Medicine Division Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-220-8262 x 57317</b>	7. <u>Opening Date</u>  <b>9-6-05</b>	8. <u>Closing Date</u>  <b>Until Filled 1<sup>st</sup> consideration date 9-19-05</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The incumbent will serve as the third member of the triad management team for the Division of Hospital & Specialty Medicine. The individual will be responsible for daily operational management of the clinical programs with the Division with the achievement of quality care standards, productivity targets, efficiency improvement, clinical outcomes, patient satisfaction, accessibility to care, budgetary targets and meeting Performance Contract goals. Assures the policies, practices and services of the Division are consistent with the mission and vision of the Hospital and Medical Specialties Division and the Medical Center, and with the professional standards of the disciplines within the team. Assures compliance with internal and external regulatory and accreditation standards; e.g. JCAHO, and OSHA. The individual will be responsible to the Clinical Administrative Directors. The incumbent will provide the overall management, leadership and direction for the following clinical programs: Short Stay Care Unit; Complex Diagnostic Unit; Dialysis Unit; cardiology procedural labs; Endoscopy Suite; pulmonary labs including Sleep Disorders Lab; Cancer Chemotherapy Program, and specialty care practice. The Associate Director will provide supervision of nursing staff within these programs, and direct and indirect supervision of nursing and technical staff members dependent on whether there is an intermediate supervisor. The intermediate or direct-line supervisors will report to Associate Director.

**\*\*THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT\*\***

### QUALIFICATION REQUIREMENTS:

- Citizen of United States
- Graduate of a school of professional nursing approved by the appropriate State agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE).
- In cases of graduates of foreign schools of professional nursing, possession of current, full, active, and unrestricted registration and the possession of a Certificate from the Commission on Graduates of Foreign Nursing Schools (CGFNS) will meet the requirement of graduation from an approved school of professional nursing.
- Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. The RN must maintain a current, full active and unrestricted registration to continue employment with the VA.
- For Nurse II, the applicant should have a BSN with 2-3 years of nursing experience **OR** an Associate degree or diploma in nursing and a bachelors degree in a related field and 2-3 years nursing experience **OR** a Master's degree in nursing or a related field with a BSN with 1-2 years of experience.
- For Nurse III, the applicant should have a Master's degree in nursing or related field with a BSN and 2-3 years of nursing experience **OR** a Doctoral degree in nursing or related field and 2-3 years of nursing experience.
- The preferred applicant will have demonstrated successful leadership/managerial experience in complex health care setting

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants who have not been reviewed and approved by the professional nursing standards board will be given a temporary appointment not-to-exceed 13 months, pending board approval.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**All application packets must be received in Human Resources by Close of Business (COB) on 9-19-05 for first consideration. This position is Open until Filled.** Application forms may be obtained in Human Resources Office or on our external website, [www.va.gov/Portland/hr/index.asp](http://www.va.gov/Portland/hr/index.asp)

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS  
Attn: T38-05-221-JB  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

**Portland VAMC employees** must submit a

1. [VAF 4078, Application for Promotion or Reassignment](#)

**Other VA Employees** must submit

1. [VA Form 10-2850a, Application for Nurse and Nurse Anesthetists](#)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Latest SF-50, Notification of Personnel Action
4. Copies of all current licenses
5. Latest performance appraisal

**Non VA Applicants** must submit:

1. [VA Form 10-2850a, Application for Nurse and Nurse Anesthetists](#)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Copies of all current licenses.
6. A copy of your college transcripts (Optional unless education is required).

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**